

## Rock Valley Community Schools Staff Employment Application

Application Date: \_\_\_\_\_  
Date Available: \_\_\_\_\_

Position(s) for which applying:

\_\_\_\_\_

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you a U.S. Citizen?    Yes    No    Are you legally eligible to work in the United States?    Yes    No

Are you a certified teacher or substitute?    Yes    No    If yes, what level are you interested in? \_\_\_\_\_  
*If yes, please include a copy of your certificate*

Have you ever worked for the district?    Yes    No    If yes, when? \_\_\_\_\_

### Education

High School Attended	Location	Dates Attended	Did you graduate?
College/Location	Degree Major/Minors	Dates Attended	Did you graduate?

### Prior Employment (Begin with current/most recent)

**Employer 1:** \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contract your previous employer?    Yes    No

**Employer 2:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Duties and Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 May we contract your previous employer? Yes No

**Employer 3:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Duties and Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 May we contract your previous employer? Yes No

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Rank at Discharge: \_\_\_\_\_ Type of Discharge \_\_\_\_\_  
 If other than honorable, explain: \_\_\_\_\_

**References**

Please list at least three who are not relatives or past supervisors

Name/Position	Employer & Address	Work and/or Home Phone

Are you on the sex offender registry? Yes No  
 Are you on the Department of Human Services' child abuse registry? Yes No  
 Have you ever been convicted of an offense other than a minor traffic violation?  
 (DUI and DWI convictions are not minor and must be reported.) Yes No  
 Have you ever been arrested/charged/convicted of a felony? Yes No  
 Have you ever been arrested/charged/convicted (even if no contest or charges dropped  
 or pled down) for a sex-related offense? Yes No

Have you ever been arrested/charged/convicted (even if no contest or charges dropped or pled down) for a drug-related offense? Yes No

If yes, please provide date, incident, city/state or charge:

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**\*Please Note:** Responding “Yes” to any of the previous questions is not an automatic bar to employment. The date of the offense, and the relationship between the offense and the position for which you are applying will be considered.

Are you able to perform, with or without reasonable accommodation, the essential job functions required of this position? Yes No

If no, please explain:

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**Agreement**

I hereby certify that the above information, to the best of my knowledge, is true accurate and complete. Any misrepresentation of willful omissions of fact shall be sufficient cause for disqualification of this application or termination of employment. I authorize verification of any of this information and all current and former employers to release any information concerning my background.

Additionally, I authorize the school district to run a criminal background check. I understand that this application is not a contract of employment. I also understand that if hired, regardless of any oral representation to the contrary, the employment relationship is terminable-at-will.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*It is the policy of the Rock Valley Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Equity Coordinator Levi Judge, Rock Valley Community Schools, 1712 20<sup>th</sup> Ave, Rock Valley IA, 51247, 712-476-2701, [ljudge@rvcsd.org](mailto:ljudge@rvcsd.org).*

*Es la política del Distrito Escolar de la Comunidad de Rock Valley no discriminar por motivos de raza, color, origen nacional, sexo, discapacidad, religión, creencias, edad (para el empleo), estado civil (para programas), la orientación sexual, identidad de genero y el estatus socioeconómico (para programas) en sus programas educativos y sus procedimientos de empleo. Hay un procedimiento para procesar las quejas de discriminación. Si tiene alguna pregunta o una queja relacionada con esta política por favor, póngase en contacto con el coordinador del distrito de equidad, Levi Judge, Rock Valley Community Schools 1712 20<sup>th</sup> Ave, Rock Valley IA, 51247, 712-476-2701, [ljudge@rvcsd.org](mailto:ljudge@rvcsd.org).*